

Office Symbol:_____

Date:_____

MEMORANDUM FOR Commander, CONUS Replacement Center

SUBJECT: Training Certification For Rank:_____ Name:_____

SSN:_____.

1. I certify that the subject individual has (YES block initials) or has not (NO block initials) completed training on the following 15 requirements within the past 12 months. I have initialed either YES or NO for each requirement.

REQUIREMENT		CDR'S INITIALS	
		YES	NO
1	Anti-Terrorism/Force Protection Level 1(Certificate Attached)		
2	SAEDA		
3	Equal Opportunity/Prevention Of Sexual Harassment		
4	Cultural Awareness (Country Brief for this Individual's Destination)		
5	Combat Stress/Suicide Prevention		
6	HQDA Fraternization Policy		
7	Army Values		
8	Collect and Report Intelligence Information		
9	Hot Weather Injury Prevention		
10a	UCMJ (taught by an SJA)	Understand Military Justice	
10b	Law Of Land Warfare/Geneva Convention		
10c	General Orders		
11a	Personnel Recovery (PR) Briefing	Individual Must: Watch Six Hostage Videos, Complete PR Briefing and COC OR Complete SERE 100	
11b	Code Of Conduct (COC)		
11c	Hostage Introduction Video		
11d	Hostage Survival Policy Video		
11e	Hostage Communication Video		
11f	Hostage Resistance To Exploitation Video		
11g	Hostage Effecting Release Video		
11h	Level B Hostage Summary Video		
11	SERE 100 Course(Certificate Attached)		

2. The point of contact for this action is:_____

Phone Number:_____ E-mail:_____

Signature:_____

O-6 Printed Name:_____

Title:_____

UNIT:_____

PRE-CERTIFICATION MEMORANDUM COMPLETION INSTRUCTIONS

REFERENCE: Department of the Army Personnel Policy Guidance for ONE, OEF and OIF which can be found on the internet at <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>

1. The attached format is the only authorized format for this memorandum. Do not alter it in any way or retype into word processing format.
2. Complete all blanks on the document.
3. The first O-6 or civilian equivalent in the rating chain will initial the YES or NO block for each line. Leave no line un-initialed.
4. Training Certificates are required to be attached for Anti-Terrorism/Force Protection Level 1 and SERE 100 (issued online after course completion). Sample copies of the certificates are attached.
 - a. Anti-Terrorism/Force Protection Level 1 certificate can be earned online (NIPRNET) at <https://atlevel1.dtic.mil/at/>
 - b. SERE 100 is available on the HQDA, G-3 PR SIPRNET website <https://www.hqda-aoc.army.pentagon.mil>, click on Organizations and ODO-PR, and then click on Products located within the table. Click on SERE -100 Code of Conduct Training, you will be prompted to create a separate login and password.
5. SERE Level B training is a Theater entry requirement.
 - a. This requirement can be met in two ways. Individuals can **either** complete SERE 100 training (see instructions above) **or** watch the six Hostage Videos, complete the Personnel Recovery Briefing and Code of Conduct Briefing available on the US Army South (USARSO) NIPRNET website <https://www.usarso.army.mil/sso/pr/> (AKO login and password required).
 - b. POC for Personnel Recovery and SERE requirements is Alyce Fernebok, (703)695-5556, DSN 225-5556, Alyce.Fernebok@hqda-aoc.army.pentagon.mil
6. Cultural Awareness/Country Briefs can be obtained from the CIA World Factbook found at <http://www.odci.gov/cia/publications/factbook/>
7. Questions regarding the pre-certification memorandum can be sent to HQDAG1Operations@hqda.army.mil

Certificate of Completion



for

AT Level 1 Awareness Training

presented to

EXAMPLE

Ida B. Wells

October 5, 2005

*Trainee Signature
Will Be Here*

Trainee

*Certifying Official
Signature Will Be Here*

Certifying Official



01:01 / Cert No. 10657325742740AF6AF8BC



**THE UNITED STATES JOINT FORCES COMMAND
AND
THE JOINT PERSONNEL RECOVERY AGENCY**



CERTIFIES THAT

EXAMPLE

HAS SUCCESSFULLY COMPLETED

SERE CODE OF CONDUCT TRAINING (24 HOURS)

DELIVERED AS A COMPUTER-BASED TRAINING COURSE

ON

4 NOVEMBER 2005

AND IS HEREWITH AWARDED THIS CERTIFICATE OF TRAINING